



System Training and Response (STaR) Team – SAIS Information Series

Upload/Download Procedures in SAIS

Step-by-Step Instructions for Submitting (Uploading) Files to SAIS

1. Enter all information required for SAIS reporting into the student management system (SMS).
 2. Validate that the information is complete and accurate.
 3. Follow the procedures specified by the SMS vendor or local system developer necessary to create and save a submission file.
 4. Navigate to the Common Logon on the ADE web site at <https://www.ade.az.gov/commonlogon>
 5. Enter username and password.
 6. Select “Student Detail Data Interchange” from the Application Access Menu.
 7. Select the individual school for which you are submitting a file, from the dropdown menu. If you are submitting a file at the district/charter holder level, leave the selection as it is initially displayed.
 8. Click “Upload Area”
 9. Enter the path and file name or “Browse” for the file you wish to submit. *(The extension of the file will be .sdf or .xml)*
 10. Click “Go”
- Notes:
- *Though you will likely see a message that the file has been successfully submitted, it is still necessary to follow the directions below to check the file status.*
 - *File processing time may vary based on system activity.*
11. Click “Status Area”
 12. Enter information to limit the number of files returned by sequence number range, date range, or just click “Go” *(recommended)* to return all submitted files for the selected fiscal year.

File level status messages

File level status messages relate to the file as a whole.
Submitted file status includes:

- **File Waiting to be Processed**
- **File Being Processed/Pending** – The submitter must not make subsequent submissions while files are processing or pending. It is strongly suggested that the submitter wait for the status message to change to show that processing is complete before downloading results and/or submitting another file. *(Sample messages: File is being processed, File is waiting to be processed, File processed, but contains transactions pending student matching)*
- **Rejected File** – No individual transactions are processed when a file is rejected. The submitter must address the problems that caused the file to reject and resubmit the file. *(Sample messages: File rejected due to validation errors, File rejected due to invalid header)*
- **Accepted File** – A file that is accepted may be error free or contain errors in individual transactions. *(Sample messages: File processed successfully, file processed with errors)* In either case, since the submitted file was processed, the next submitted file must contain the next file sequence number. If a file contains transactions with errors, the submitter should resolve the errors attributed to individual transactions. If errors are appropriately addressed prior to the creation of the next submission file, the SMS should automatically include transactions containing the missing or previously inappropriate transaction elements.

Clarification: A file may be accepted even though it contains individual transactions that may be rejected. Example: XYZ Elementary School submits a file that is accepted. Transactions submitted for one or more individual students may process successfully while other transactions may be rejected. Rejected transactions generate a transaction level error message.

Step-by-Step Instructions for Downloading Results from SAIS

SAIS generates several files and reports which are available for use by submitters through a download process. The instructions below are for downloading the two files that are required by some student management systems to complete the submission cycle.

Downloading SAIS IDs

It is necessary to complete the following procedure every time records for students who had not previously existed in the SAIS Student Detail Database are added to SAIS. For more information regarding the procedures necessary to obtain SAIS IDs for students who are new to SAIS, please see “Essential Information about Obtaining and Using SAIS IDs” available as part of the *SAIS Information Series* at <http://www.ade.az.gov/schoolfinance/star>

Note: Skip steps 1-4 if you are already on the Student Detail Data Interchange and have chosen the appropriate school from the dropdown list of available schools. (School District or Charter Holder should be chosen if files are submitted to SAIS at that level.)

1. Navigate to Common Logon on the ADE web site at <https://www.ade.az.gov/commonlogon>
2. Enter username and password.
3. Select “Student Detail Data Interchange” from the Application Access Menu.
4. Select the individual school for which you submit files, from the dropdown menu. If you submit files at the district/charter holder level, leave the selection as it is initially displayed.
5. Click “Download Area”
6. Click “Get SAIS IDs” (*Some student management systems may require choosing “Get SAIS IDs with CTDS.”*)
7. Choose XML or Simple Text, according to vendor or local system developer specifications, as the format for the file to be downloaded.
8. Use the filtering feature if desired and/or Click “Go.”
9. When the file download dialog box appears, click “Save.”
10. Navigate to the appropriate destination, save, and then follow vendor or local system developer procedures to import the file into the student management system so that the appropriate fields in the SMS can be automatically populated with newly generated SAIS IDs.

Downloading “Status on Submitted Import Files”

“Status on Submitted Import Files” is a file that contains information regarding the transactions that have completed SAIS import processing. While it is often referred to by users as an error report, it also includes information about every transaction that was successfully processed in SAIS. Some student management systems require that this file be downloaded and imported into the SMS in order to complete the submission cycle and trigger the ability to generate another submission file with the proper sequence number. Some student management systems may not support this process.

Note: Skip steps 1-5 if you are already on the download page of the Student Detail Data Interchange.

1. Navigate to Common Logon on the ADE web site at <https://www.ade.az.gov/commonlogon>
2. Enter username and password.
3. Select “Student Detail Data Interchange” from the Application Access Menu.
4. Select the individual school for which you submit files, from the dropdown menu. If you submit files at the district/charter holder level, leave the selection as it is initially displayed.
5. Click “Download Area”
6. Click “Get The Status on Submitted Import Files”
7. Choose XML or Simple Text, according to vendor or local system developer specifications, as the format for the file to be downloaded.
8. Use the filtering feature if desired or if it is necessary to return the results for a particular sequence number and/or Click “Go”
- Note: If no sequence number is specified in the filter, SAIS will return a file with results for the last file submitted to SAIS.*
9. When the file download dialog box appears, click “Save.”
10. Navigate to the appropriate destination, save, and then follow vendor or local system developer procedures to import the file into the student management system (*if the SMS supports the importation of this file*).

Other downloads

Several other reports are available for download from the same page. Please see, “The SAIS Student Detail Reports,” available as part of the *SAIS Information Series* at <http://www.ade.az.gov/schoolfinance/star> for more information on the Student Detail Reports.